

FLEXIBLE WORK ARRANGEMENT FAQs

The flexible work arrangement (FWA) FAQs supplement the University of North Dakota's Hybrid Work Arrangement and Alternative Work Schedule procedure.

1. When should an FWA for an alternative work schedule be considered?

- When an employee can fulfill the requirements of their position(s) outside of traditional work hours.
- When adequate supervision can be provided outside of traditional work hours.
- When the department/unit has appropriate coverage levels during traditional office hours.
- When the department/unit operate efficiently without adversely impacting the services provided to students, employees or the public if alternative work schedule(s) are implemented.

2. When should an FWA for a hybrid work location be considered?

- When strategic priorities, departmental/unit business and operational needs, and the employee/supervisor are suited to such an arrangement.
- When daily face-to-face in-person interactions or access to on-site confidential documents are not required of the position.
- When an excellent level of performance and service can be maintained without hardship on collaborating departments/units, students, internal constituents, and co-workers.
- When tasks can be accomplished off-site.
- When results/productivity can be measured effectively without regular in-person supervision.
- When there are sufficient resources available from the department/unit to support a hybrid worksite.
- When the hybrid work arrangement does not negatively effect on the department's/unit's morale.

Note: Employees scheduled to perform 100 percent of their work off-campus for 30 or more consecutive days are considered remote and are not covered by an FWA for hybrid work (see [UND Remote Worksite Location policy](#)).

3. Must faculty members request/complete FWAs?

- It is an accepted practice for faculty to carry out their work with varied schedules on campus and at alternate locations within expectations set by deans. Therefore, faculty are not required to request FWAs.

4. How does an employee request an FWA?

- An employee should complete a flexible work request form and reach out to their direct supervisor to discuss the possibility of a flexible work arrangement.
- An employee should be prepared to discuss what arrangement(s) they are requesting (i.e., flexible work hours, flexible work schedule, and/or hybrid work location).
- An employee must consider what days they would work on campus, remembering that they must work on the UND campus or one of its satellite locations such as a center for family medicine in Minot or Bismarck during a 30-day period of time. *Note: Employees scheduled to perform 100 percent of their work off-campus for 30 or more consecutive days are considered remote and are not covered by an FWA for hybrid work (see [UND Remote Worksite Location policy](#)).*

- An employee must be prepared to discuss how they will manage and complete their work and how they will communicate frequently with their direct supervisor, the campus community they serve and those in their work group.
- Supervisors cannot force an employee to enter an FWA for hybrid work.

5. What happens if a request for an FWA is denied?

- An employee who requests an FWA and feels they were unduly denied may ask for an additional review by their respective division human resources manager.

6. How much notice should be given when modifying/ending an FWA?

- A supervisor may revise or discontinue an FWA at any time. The supervisor should provide as much reasonable notice as possible when modifying an FWA to permit the employee to make alternate arrangements.

7. Can performance issues or annual performance rating impact an FWA?

- Yes, performance is a key consideration when seeking approval for or continuing an FWA. Any arrangement may be provided on a conditional or trial basis. For an FWA to be considered and maintained, the employee is expected to meet all performance and conduct requirements of their role and consistently demonstrate the ability to complete tasks and assignments on a timely basis.

8. How frequently is an FWA reviewed?

- Flexible work arrangements are subject to ongoing review and may be discontinued at any time based on performance concerns or business needs.
- An evaluation of an FWA must be completed/documented during the employee's annual performance review.

9. As a supervisor, how can I ensure an employee does not assume an FWA is permanent?

- Supervisors should establish a clear understanding of the terms of an arrangement and ensure the employee has read the language of the official procedure and the FWA form.

10. As a supervisor, should I limit the number of people in one work group who can have FWAs so I can be sure I can manage the work?

- Determine the work configuration that will function best for the department/unit. Some areas have found it workable to allow a great deal of flexibility while others find only a limited number of positions lend themselves to FWAs. If you are not sure what will work for your department/unit, limit flexibility initially with a commitment to review your practices as you and the work group gain experience. You also can establish a set of “core” hours when the office is fully staffed.

11. Are there restrictions on which or how many employees can request an FWA?

- Any employee may submit a request, but not all jobs are suitable for an FWA. Consider the job’s main functions and whether they can be fulfilled under the proposal.

12. Can an FWA be used to satisfy a request for a disability accommodation such that is covered under the Americans with Disability Act (ADA)?

- An employee must first submit the appropriate disability accommodation request through Human Resources. Once the request is submitted, the employee will participate in an interactive dialogue with Human Resources and the employee's supervisor to determine if an FWA is an appropriate accommodation.